



SANDRA SHEWRY
Director

State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

April 3, 2006

Dear Interested Parties:

**DISEASE MANAGEMENT PILOT PROGRAM REQUEST FOR PROPOSAL
(RFP) 05-45889 ADMINISTRATIVE BULLETIN 3, ADDENDUM 3**

Administrative Bulletin 3, Addendum 3, issued by the California Department of Health Services, Office of Medi-Cal Procurement (OMCP), announces:

- A revision to page 30 of the main RFP text.

In order to configure the RFP so that it accurately reflects the current requirements and considerations, remove the existing page(s) in your copy of the RFP and insert the appropriate replacement page(s) as indicated in the following table:

Remove (existing pages)	Replace (new pages)
Main RFP text, Page 30	Main RFP text, Pages 30 and 30a

Within the text of the document, changes appear in underlined print where changes were made.

Please continue to monitor OMCP's website located at www.dhs.ca.gov/omcp for any additional changes and/or announcements.

If you should have further questions, please contact Beverly Fisher, lead analyst assigned to this procurement, at (916) 552-8006.

Sincerely,

Original signed by *Donna Martinez*

Donna Martinez, Chief
Office of Medi-Cal Procurement

f. Proposer warning

1. CDHS' internal processing of U.S. mail may add 48 hours or more to the delivery time. If proposals are mailed, consider using certified or registered mail and request a receipt upon delivery.
2. For hand deliveries, including special courier and messenger services, allow sufficient time to locate on street metered parking and to check in at the security station. Ask security personnel to call Beverly Fisher (or her designee) at (916) 552-8006 to arrange for question pickup and receipt issuance by OMCP staff (if required).
3. Due to parking restrictions at this location, express delivery companies (Fed Ex, UPS, DHL, etc.) deliver to the building's loading dock area. CDHS internal processing of express deliveries may add 12-24 hours to the delivery time, and should be considered when determining your shipping date and time.

Note: See Appendix 6 for map and directions to OMCP.

2. Proof of timely receipt

- a. CDHS staff will log and attach a date/time stamped slip or bid receipt to each proposal package/envelope received. If a proposal package is hand delivered, CDHS staff will give a bid receipt to the hand carrier upon request.
- b. To be timely, CDHS' Office of Medi-Cal Procurement must receive each proposal at the stated delivery address no later than 4:00 p.m. on the proposal submission due date. Neither delivery to the department's mailroom or a U.S. postmark will serve as proof of timely delivery.
- c. CDHS will deem late proposals nonresponsive.

3. Proposer costs

Proposers are responsible for all costs of developing and submitting a proposal. Such costs cannot be charged to CDHS or included in any cost element of a Proposer's rate offering.

M. Evaluation and Selection

A multiple stage evaluation process will be used review and/or score technical proposals. CDHS will reject any proposal that is found to be nonresponsive at any stage of evaluation.

A separate evaluation committee will be used for all stages during the evaluation and selection process. The evaluation committee is comprised of four groups:

The **Preliminary Review Committee (PRC)** consists of team leads from OMCP and Medi-Cal Benefits Branch and conducts the Stage 1 review.

The **Evaluation Scoring Committee (ESC)** consists of Benefits Analysis Section staff and CDHS staff working in other areas of the Medi-Cal program. The ESC conducts the review of the proposals.

The **Rating Review Committee (RRC)** consists of OMCP management staff and members of the PRC. The RRC will interact with the ESC throughout the evaluation process.

The **Executive Review Committee (ERC)** consists of CDHS management officials. The ERC may, at the members' discretion, review evaluation and selection processes and recommended scores for each proposal throughout the procurement process. The review is to assure all appropriate processes have been followed. Additionally, the ERC may seek independent review or advice from individuals within the CDHS or elsewhere regarding procurement policy matters, technical and/or cost proposal deficiencies, and acceptability.

1. Stage 1 – Required Attachment / Certification Checklist review

- a. Shortly after the proposal submission deadline, CDHS staff will convene to review each proposal for timeliness, completeness, and initial responsiveness to the RFP requirements. This is a pass/fail evaluation.
- b. In this review stage, CDHS will compare the contents of each proposal to the claims made by the Proposer on the Required Attachment / Certification Checklist to determine if the Proposer's claims are accurate.
- c. If deemed necessary, CDHS may collect additional documentation (i.e., missing forms, missing data from RFP attachments, missing signatures, etc.) from a Proposer to confirm the claims made on the Required Attachment / Certification Checklist and to ensure that the proposal is initially responsive to the RFP requirements.

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